

Request for Residential Third Party Inspection Approval

Williamsburg Codes Compliance Division
401 Lafayette Street, Williamsburg, Virginia 23185
(757) 220-6136 Fax (757) 259-3798

This policy is for third party inspections of residential projects that are identified as the responsibility of the local building department in the Virginia Uniform Statewide Building Code, Section 114.4. It should not be confused with required special inspections required by BOCA Chapter 17 to be performed by an approved third party for specific structural elements. (USBC Sections 111.2 and 114.6)

Third party inspections must be approved in advance and generally will not be accepted if an inspection can be performed by the city within one working day. Exceptions will be made for footing and foundation inspections performed where unusual or expansive clay soils are suspected.

Complete and initial by each item below **prior** to permit issuance or request for third party inspection use:

_____ **All Inspections:** Credentials for third party inspection firms and individual inspectors must be submitted and approved by the building official. Inspectors must be certified as required by the Department of Housing and Community Development Training and Certification Standards or an approved alternative. Adequate time must be allowed for review and verification of credentials if the firm and/or individual inspector (s) is not on file.

_____ **Soils and footing/foundation:** Inspectors must be qualified to the standards above or perform their inspections under the guidance and supervision of a Virginia licensed design professional. General compliance of the building location on the lot with the approved site plan must be verified.

_____ **Framing:** In lieu of meeting the Virginia Training and Certification Standards, inspections may be performed by a Virginia licensed design professional as long as it can be demonstrated that they are proficient in non-structural areas such as fire/draft stopping, energy envelope and space requirements, and other items found in Chapters 2 and 3 of the 1995 CABO One and Two Family Dwelling Code.

_____ **All Inspections:** Field reports of inspection must be received **within 2 working days** of the inspection. The report must indicate failure or rejection, reason for rejection, name of inspector, date and time of inspection, project address, and permit number.

_____ **All Inspections:** The Codes Compliance Office reserves the right to reject any inspection report if a city inspector observes a violation that was obvious and not noted, or if substantiated evidence is provided to suspect the validity or accuracy of the inspection outcome, subject to your right to an appeal. City inspectors will perform all final inspections.

_____ No discounts or refunds will be provided for the use of third party inspections.

_____ I have verified that the firm and/or inspector are approved or have submitted documentation for approval.

I have read and agree to the terms listed above and request the use of third party inspections as authorized by USBC Section 114.9.1 for the project located at _____, under permit number _____.
I request that the firm of _____ be approved to inspect the following:

☐ Footing ☐ Concrete ☐ Foundation ☐ Floor Joist ☐ Framing ☐ Insulation ☐ Trade (Inspection type) _____

Signature of Applicant

Printed Name

Date

Office Use:

☐ Approved ☐ Rejected by:

Building Official or Representative

Date

Reason for rejection or special conditions: _____

